



HUMBOLDT STATE UNIVERSITY



Graphic Designer

Review: June 20, 2008

(Job #08-44) Graphic Designer I \$3,181.00 - \$4,774.00/month. (Appointments are typically made at the beginning of the salary range). This is a full-time, temporary, 12-month position in the Marketing & Communications Department (formerly Graphic Services). (Additional appointments dependent upon adequate performance and available funding.) The Graphic Designer works within the unit's creative services group and reports to the Associate Vice President for Marketing & Communications.

Description: Marketing & Communications is responsible for graphic design, photography, writing, publications and printing. We are seeking a motivated individual who brings strong computer graphics skills and a desire to expand their knowledge of graphic design and printing. This is a junior-level position and an outstanding opportunity to work with an inspired, award-winning creative team. As part of this team you will work with other graphic design staff to prepare print designs for publication and be part of our creative problem-solving processes. The pace is fast and every day brings new, exciting and varied projects.

Duties: The Graphic Designer I will be primarily responsible for preparing, designing, and planning graphic projects for printing and duplication. The Designer will meet with on-campus clients to initiate and direct projects throughout the design, proofing and printing process. Translating a client's graphic art requirements into effective visual solutions, often under short deadlines or limited budgets, is a critical function of this position. Project management tasks will include producing cost estimates and production schedules, coordinating projects through completion, design reviews, proofing and press scheduling.

Minimum Qualifications: Education & Experience: Bachelor's degree in Graphic Design or related field; or four years paid experience in graphic design required. Applicants must be proficient with Apple computers and the Mac OSX operating system. Experience using Adobe Creative Suite, Quark, or Macromedia software building digital files for print or web, basic page layout, typography, pantone color specification, digital photography, and manipulating vector graphics. Proficiency and demonstrated creative ability in applying graphic design procedures to produce design solutions and final printed pieces. Knowledge of computer pre-press skills including, scanning, color correction, digital photo manipulation, printing color-managed proofs and pre-flight preparation of computer files.

Knowledge, Abilities & Specialized Skills:

- Thorough knowledge of Adobe Creative Suite 3 applications;
- Knowledge in specifying offset printing, typography, paper and inks;
- Ability to communicate clearly with clients and department staff on technical and creative issues relating to projects;
- Demonstrated ability to work well with creative team and collaborate on projects;
- Excellent interpersonal skills and customer service skills.

Preferred Qualifications:

- Experience operating a digital platesetter for computer-to-plate workflow;
- Entry-level proficiency in variable data, database management, HTML, and/or web scripting;
- Experience with large-format printing and sign equipment;
- Experience creating designs for multimedia displays.

Application Procedure: Applicants must submit a letter of interest, **HSU application**, resume, and 3 samples of projects you have created in a page layout or web design program to Human Resources, 1 Harpst Street, Arcata, CA 95521-8299. A portfolio will be required if interviewed.

Application Deadline: Application materials received by Friday, June 20, 2008 will be given first consideration. This position will remain open until filled.

Human Resources
Siemens Hall - Room 211
Arcata, CA 95521-8299
(707) 826-3626 Voice & TDD
24-Hour Job Line: (707) 826-4500
Fax: (707) 826-3625

www.humboldt.edu/~hsuhr/vacancies.html

Email: hsuhr@humboldt.edu

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus. **Class Code: 0820**

Publication Date: May 23, 2008

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is an Equal Opportunity/Title IX/ADA Employer. Applications from and nominations of qualified women, minority candidates, covered veterans and disabled persons are particularly encouraged. Humboldt State University hires only individuals authorized to work in the United States.



Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 7,500 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.